NATURAL NEWS

The Field Museum
Exploring
The Earth And Its
People

November 29, 1996

NOON BALLOON

The Noon Balloon presentation for Tuesday November 26, 1996 was delivered by **Lee Weigt,** Manager, Biochemistry Laboratory, Field Museum. Lee summarized the research programs of the Biochemistry Laboratory. He outlined the protocol to extract, amplify and sequence nucleotides. Lee then described new results he has developed in ongoing studies extending from his prior tenure at the Smithsonian Tropical Research Institute in Panama. These studies focus on several groups of frogs as well as a major radiation of snapping shrimps.

LUNCHING AT THE SHEDD?

Field Museum staff and volunteers are requested to go through the Shedd's ticket line, even when the lunchroom is the only stop on your itinerary. You won't have to pay, but they want to issue a ticket to carry while in the Museum. Please cooperate with their procedures. Thanks. -- **Jim Croft**

A Sparkling Wine Tasting

Dec. 11 from 6:00 - 8:00 p.m.

Please join us in Stanley Field Hall for a reception style tasting of champagnes and sparkling wines of the world, complimented by savory hors-d'oeuvres. The wine is compliments of Mary Ross, director of the Wine Academy of the North Shore. The Museum Shop will also be open that evening. Advance reservations are required by Dec. 4.

Tickets are $25 for staff only. Call Membership at ext. 453 for reservations.

SHELTER FROM THE STORM

The white canopy over the south steps will remain through the winter. The canopy will present a more inviting entrance for our visitors and will offer some shelter from our lovely Chicago winter.

ENVELOPES NEEDED

Please return all unused Inter-Office reply envelopes to the Mailroom immediately, so other staff members will be able to use them. Thank you. -- **Frantz Eliacin**

VOICE MAIL OVERLOAD?

Yes! It will happen if too many messages are left on the system. With the advent of the holidays, please make sure that someone will take your messages off if you will be away. Remember, the messages you save may be your own. Thanks.

Note: The **Check Cashing Privleges** procedure published on the next page is already in the Policy Manual on page D5.

The *Natural News* is edited by **Carolyn Klyce** in the President's Office. The deadline for all submissions -- in WordPerfect on floppy disk or via email to klyce@fmppr.fmnh.org -- is Tuesday at noon.

Printed on recycled paper.

Accounting Department, The Field Museum

CHECK CASHING PRIVILEGES (PERSONAL)[1]

Most recent revision: February 7, 1994

Located on the ground floor near the President's Office, the Museum's internal Accounting Cashier provides check cashing services and handles the sale of U. S. postage stamps. The hours and days of service are posted at the cashier's window.

As a Museum benefit, individuals with valid Field Museum identification cards may cash personal checks not to exceed $50.00 per day at the internal cashier's window. As well, individuals often write personal checks for store merchandise and in other areas of the Museum.

Beginning February 11, 1994, if the Museum receives a returned Insufficient Funds personal check, this will result in immediate suspension of personal check cashing privileges anywhere in the Museum. The employee will be notified of this suspension by the Accounting Department. The suspension will remain in effect until the individual has paid the full amount of the check in cash in addition to a $15 service charge. Personal check cashing privileges will then be reinstated.

The receipt of three returned Insufficient Funds checks will result in the complete, on-going loss of personal check cashing privileges. If the employee loses this benefit, the employee will be notified by the Accounting Department.

Weekend Parking Update

After the first weekend of valet parking, we have evaluated the staff and volunteers' parking concerns. Based on the feedback, we have decided to allow staff and volunteers to continue parking in the west and north lots and use alternative parking spaces for Campus visitors.

Handicapped parking will still be in the West lot. We will continue to provide valet services for visitors through Sunday, January 5, 1997.